

# Linda Gonzales

Riverside, CA

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Seeking a entry level position at a medical facility where I can apply my skills, and qualifications, and education also continue to gain knowledge and experience.

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **operator**

Bausch&Lomb/ Kellys Services - Rancho Cucamonga, CA

#### Responsibilities

follow protocol, Capable of time management, accurate weight measuring using scales for formulas, Light microscope work, works with minimal supervision, clean room experience and GDP and cGMP compliant.

### **Operator**

Watson Pharmaceuticals/Kellys Services - Corona, CA - March 2012 to May 2014

#### Responsibilities

Gmp, SOP compliant, assemble in manual packaging, Inputs components, and operates automated packaging line., Works effectively in a fast pace environment. assists in cleaning machinery and sanitize room for next lot. Maintains a safe and clean work place.

### **Medical Assistant**

Corona Medical Center - Corona, CA - November 2010 to December 2010

#### Responsibilities

performed clerical duties including, answering phones, filing, scheduling appointments. also verified insurance, and handled payments. prepared patients for examination, took vital signs, and charted chief complaint. performed urine analysis, blood drawing, injections, etc.

## EDUCATION

### **Dipolama in Medical Assistant Program**

AMERICAN CAREER COLLEGE - Ontario, CA

### **Diploma**

Norte Vista High - Riverside, CA

## ADDITIONAL INFORMATION

#### Skills Summary

- ◆ Clinical Skills
- ◆ Injections (IM, ID, Sub-Q, Z-track)
- ◆ Sterile tray set up (I&D, Laceration)
- ◆ Venipuncture/Blood draw
- ◆ Vital Signs
- ◆ Autoclave

- ◆ Electrocardiogram
- ◆ Patient room set up
- ◆ Administrative Skills:
- ◆ Appointment scheduling
  
- ◆ Proper phone etiquette
- ◆ Alphanumeric filing
- ◆ Insurance verification
- ◆ Draping/ positioning
- ◆ Throat culture
- ◆ Infant measurement & growth charting
- ◆ Trays set up (PAP, CPE, Rectal)
  
- ◆ Patient history
- ◆ Office supply ordering
- ◆ Bookkeeping
- ◆ CPT/ICD-9
- ◆ Customer service skills
- ◆ Medical terminology & Abbreviation
- ◆ Collection of specimens
- ◆ Bandaging
- ◆ Visual Acuity
- ◆ Microsoft word